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July 24, 2013

To: Monika Arris, Collin County Budget Director  
Samantha Eaton, Collin County Budget Office

From: Lonnie Simmons, Chief Deputy Constable Pct. 3

Re: Budget Amendment/Adjustment

Constable Pct. 3 is requesting a budget amendment/adjustment to complete training requirements for the FY 2013 budget year.

We are requesting that \$1,200.00 be transferred from line item 00155506426422 (Skip Tracing) to line item 00155506424910 (Training)

We have an opportunity to send two deputies to a week long, tuition free TCLEOSE (Texas Commission on Law Enforcement Officer Standards and Education) Instructors Class, however the class is out of town and we need funds to pay meal and hotel expenses. The deputies will share a room to keep the costs as low as possible.

This training will work well with our in house training program to save future funds on training.

Your assistance is appreciated. If there are any questions, please contact me at extension 3073.